



**GUIDELINES FOR REMOTE PUBLIC PARTICIPATION IN CITY COUNCIL,
PLANNING COMMISSION, COMMITTEE, AND BOARD MEETINGS
(UPDATED 11/11/21)**

These guidelines may be updated up to and during the meeting as needed to implement guidance and direction from the San Bernardino County Department of Health and other government authorities.

Public attendance at City Council, Planning Commission, Committee, and Board meetings is permitted. To respect the health of visitors and City Staff, **it is required that members of the public who are not fully vaccinated wear a face covering upon entering City facilities.** To ensure public participation, public comments will continue to be accepted through remote and in person participation subject to the accommodations and limitations below. As always, the public may view the City meetings live on the City's website at www.uplandca.gov, YouTube, or on Spectrum Cable TV channel 3, and Frontier Cable TV channel 26. Public comments regarding upcoming agenda items can also be emailed to the City Clerk at uplandcityclerk@uplandca.gov. Emails will be forwarded to the legislative or advisory body, but will not be read during the meeting.

Remote Public Comment: Remote participation is still available as an option at this time. Remote public comment during meetings will be received by telephone and will only be allowed if arrangements are made in advance as follows: **At least two (2) hours before the scheduled start of the meeting** you must send an email to uplandcityclerk@uplandca.gov with the **subject line "PUBLIC COMMENT" and the meeting date**, please include the following information: (1) your name; (2) the telephone number where you can be reached during the meeting; and (3) the agenda item(s) or subject matters you wish to comment on. (Please refer to the agenda, which is posted at least 72 hours before any regular meeting and at least 24 hours before any special meeting.) Emails received less than two hours before the start of the meeting are subject to staff availability to process the request. You may also provide this information by calling the City Clerk's office at 909-931-4120, subject to staff availability to take your call. **If you have not received confirmation that the City Clerk's office has received your request, please call our office at 909-931-4120 at least one (1) hour before the scheduled start of the meeting.**

During the meeting, a City staff member will call you at the number provided as your turn to speak approaches. Staff will make only two attempts to reach a caller and cannot be responsible for a poor connection or weak cell signal. When your call is connected to the meeting, please remember to turn down the volume on any device you are using to view the meeting and state your name for the record before proceeding with comments. Time limits will be enforced equally as to both remote and in person speakers.

In Person Attendance & Public Comments: Remote participation is still available as an option at this time, but meetings are open to the public. To respect the health of visitors and City Staff, **it is required that members of the public who are not fully vaccinated wear a face covering upon entering City facilities.** All persons attending the meeting that wish to speak should submit a speaker card before the start of the meeting. Speakers' names will be called as their time to speak approaches.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, 909-931-4120. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title Any questions about these guidelines should be directed to the City Clerk's office at 909-931-4120 or uplandcityclerk@uplandca.gov.